



## STATE OF WASHINGTON

WASHINGTON TRAFFIC SAFETY COMMISSION (WTSC)  
PO Box 40944, 1000 S. Cherry St., Olympia, WA 98504-0944  
360.753.6197, FAX 360.586.6489  
<http://www.wtsc.wa.gov>  
twambold@wtsc.wa.gov

### REQUEST FOR PROPOSALS (RFP)

**PURPOSE OF TRAFFIC SAFETY GRANTS:** WTSC will award grants to support projects to reduce the number of deaths and serious injuries resulting from traffic crashes on Washington roads.

**PROPOSAL DUE DATE:** May 12, 2006

**TIME PERIOD FOR GRANT:** October 1, 2006 - September 30, 2007

**APPLICANT ELIGIBILITY:** The following agencies/organizations are eligible to apply for these Traffic Safety Grants:

- Washington state agencies
- Federally recognized tribal governments
- Cities, counties and their sub-agencies
- Non-profit organizations with existing IRS 501©(3) status
- Public schools (and private schools with non-profit status)

#### **CONTENTS OF THIS RFP:**

Section 1: General Information about WTSC grants

Section 2: Required Terms & Conditions

Section 3: Required Proposal Contents

Section 4: WTSC Proposal Evaluation and Grant Award Process

Section 5: Grant Request Form/ Project Agreement

[When completed, Section 5 serves as your grant application and, if successful, as your final project agreement.]

## **SECTION 1**

### **General Information about WTSC Grants**

**1.1 Purpose:** These grants are given to agencies, organizations and tribal governments within Washington State that provide programs, projects, services and strategies that are intended to reduce the number of deaths and serious injuries resulting from traffic crashes on Washington roads.

**1.2 Washington State Data:** In 2004, 567 people died in traffic crashes on Washington state roadways – the smallest number since 1961. The number of fatalities declined in 2003 and 2004 compared to the previous three years (631 in 2000, 649 in 2001, and 658 in 2002). The preliminary number for 2005 of 652 returned to the year 2002 level. The traffic death rate per 100 million vehicle-miles traveled (VMT) was 1.02 in 2004, the lowest ever. This rate is consistent with an overall downward trend since the rate of 1.45 in 1996. Washington State's safety belt use rate in 2005 was 95.2 percent, among the highest in the U.S.

A disparity in this generally successful reduction of crashes exists between urban and rural areas of the state. The majority of traffic deaths (about 60%) occur on rural roadways in spite of lower population densities and traffic volumes. This rural-urban disparity is even wider when travel mileage differences are taken into account: the overall death rate on rural Washington roadways is more than 3 times higher than the death rate on urban roadways. Death rates also vary widely by county, ranging from a low of less than one death per 100 million VMT in one county to a high of about 4.0 in another county. Possible explanations for these differences include varying community attitudes and norms (e.g., regarding drinking-driving or use of safety belts), differences in law enforcement staffing, discrepancies in roadway engineering, varying proximity to EMS services, and dissimilarities in other demographic and environmental factors.

In spite of recent decreases in impaired driving in Washington State, the need for continued emphasis is clear. Driver impairment persists as a major contributing factor in fatal traffic crashes. Since 1999 just under 40 percent of all traffic deaths have involved a drinking driver. That figure was 38 percent in 2004 (214 of 567).

While Washington's overall safety belt use rate holds steady in the 94% to 95 % range, vehicle occupants killed in Washington crashes had a use rate of only 58 percent in 2003. Vehicle occupants in fatal crashes who were unhurt had a use rate of 93 percent. Significant disparities in safety restraint use persist between regions, counties, and populations across the state.

Young drivers, particularly young males, are still over-involved in fatal and serious-injury crashes in Washington compared with older drivers. Drivers between the ages of 16 and 25 are more likely to engage in risky driving behaviors. For example, 16-20 year-old drivers have the highest fatal crash involvement rate of all age groups except for drivers ages 91 and up (only 19 drivers 91 and older were involved in 1993-2004 fatal crashes – versus 1,50-3 16-20 year olds). Drivers 21-25 years-old have the highest drinking-driver-related fatal crash rate among all age groups.

Motorcyclist deaths have increased noticeably in recent years, from an average of 38 per year between 1993 and 2000 to 73 in 2004. Deaths to riders ages 40 and over, in particular, have risen in recent years, as has the average engine size of motorcycles involved in fatal crashes. Part of the reason for the dramatic increase in motorcyclist deaths probably stems from the 60 percent increase in Washington motorcycle registrations between 1999 and 2004.

Two ethnic groups in Washington state—Native Americans and Hispanic Americans—have motor vehicle death rates two to four times the statewide average. These groups are also over-represented in impaired-driver crashes and fall well below the statewide averages in both safety belt and child safety restraint usage.

**1.3 Goals and Emphasis Areas:** The primary WTSC goal is to reduce deaths, serious injuries, and economic losses that result from traffic crashes.

Project proposals that address these primary goals/emphasis areas will receive special consideration:

- Reduce crashes involving impaired drivers
- Reduce crashes related to driver inattention/distraction
- Reduce motorcycle crashes
- Reduce crashes on rural county roads/state highways
- Reduce speed related crashes
- Reduce crashes involving young drivers
- Improve traffic records/information systems

Project proposals that address these secondary goals/emphasis areas will also receive consideration:

- Increase seat belt & child restraint use
- Reduce crashes related to aggressive driving
- Reduce crashes involving pedestrians and/or bicyclists
- Improve safety in school zones and pupil transportation
- Improve the effectiveness of Emergency Medical Services
- Reduce crashes involving senior drivers
- Reduce crashes involving commercial vehicles/large trucks

Grant proposals must address one or more primary or secondary goals/emphasis areas.

Projects that target additional high-risk populations, high-risk behaviors, and high crash locations also will receive consideration in funding decisions. (See subsection 1.2, Traffic Safety Data, for details.)

**1.4 Proven Strategies & Project Evaluation:** Traffic safety grant requests submitted under this RFP must be either 1) a best practice/proven strategy supported by research, or 2) a demonstration project supported with a strong evaluation plan that will allow WTSC to assess the effectiveness of the project at its conclusion.

Research and evaluation studies have identified certain interventions that are “proven strategies” in improving traffic safety. Grant requests that include proven strategies will receive extra consideration for funding. Although the following links may help you to identify a few proven strategies in traffic safety, they are not all inclusive. If you can demonstrate that your proposal is based on a model that has been rigorously evaluated as a proven strategy, even though it is not in one of the following publications, your grant will receive extra consideration.

Examples of proven strategies/countermeasures can be found by selecting the following hyperlinks:

- A joint publication by NHTSA and the Governor’s Highway Safety Association (GHSA) - [Countermeasures that Work](#)
- From the American Association of Highway & Transportation Officials (AASHTO), an overall Strategic Highway Safety Plan and a series of guides to proven strategies in many traffic safety program areas. - [AASHTO/NCHRP Strategic Highway Safety Plan –](#)

**1.5 Minimum Qualifications:** Eligible agencies or organizations (see page one) must be able to perform the following:

- deliver services promptly;
- manage public funds efficiently and ethically;
- collaborate with other community, governmental and private organizations;
- develop data driven problem solving plans; and,
- adequately evaluate the success of a project.

**1.6 Funding:** WTSC funds grants on a “cost reimbursement” basis only. WTSC will not make payments in advance or in anticipation of goods or services. Typical project grants range in amount from \$800 to \$50,000. Applicants requesting substantial funding should target regional or statewide issues.

Projects that include matching funds will receive special consideration. Please note other funding sources, such as local funds or other resources in the overall project budget (see Budget Summary, Section 3).

The use of grant funding to hire personnel is strongly discouraged.

**1.7 Allowable project costs:** Examples of allowable project costs include:

- Implementation of strategies to address traffic safety problems;
- Public education campaigns;
- Equipment and materials; and
- Training and travel directly related to project goals.

**1.8 Unallowable project costs:** All projects must follow appropriate state and federal funding regulations. Examples of unallowable project costs include the following:

- Office furniture and fixtures;
- Routine roadway construction or maintenance; and
- Funds that supplant existing budgets\*.

\* Federal regulations prohibit supplanting of funds. Examples of supplanting include:

- Using federal grant funds to replace routine or existing State and local expenditures. Ask how this activity was funded (if at all) in the past, or
- Using funds to conduct activity required by RCW, WAC or other statute.

Further information is available in the Federal Office of Management and Budget Circular, A-87, Cost Principles for State, Local and Indian Tribal Governments. Link to: <http://www.whitehouse.gov/OMB/circulars/a087/a087.html>

**1.9 Police equipment:** As a matter of policy, WTSC provides funds for traffic related police equipment through block grants (WASPC and WSP) or through other on-going WTSC grant sources such as the school zone and pupil transportation program. Please link to <http://www.wtsc.wa.gov/grants.html>. Under special circumstances, WTSC will consider grants exceeding \$10,000.00 for police equipment or special projects for local law enforcement.

- **Local law enforcement police equipment:** Law enforcement agencies should apply for equipment grants of less than \$10,000.00 through WASPC. See <http://www.waspc.org>.
  - Local law enforcement grant proposals for police vehicles **will not** be considered.
- **Washington State Patrol police equipment:** Traffic equipment requests should be made through normal internal WSP channels to access the block grant awarded to the WSP by the WTSC.

**1.10 Mini-grants:** Mini-grant funding may be more appropriate than project funding if the requested amount is less than \$800. Mini-grants are available throughout the year by contacting the appropriate WTSC Program Manager. Mini-grants are for special or one-time projects. They may not be used as an “on-going” funding source. DO NOT request mini-grants through this grant process.

**1.11 Period of performance:** Performance of any project agreement resulting from this RFP commences October 1, 2006 and ends September 30, 2007. Amendments extending the period of performance are not permitted. WTSC will not reimburse any costs incurred on a project agreement prior to or after the period of performance.

**1.12 RFP Coordinator:** The RFP coordinator for this project is:

Steve Lind  
1000 South Cherry Street  
PO Box 40944  
Olympia, WA 98504-0944  
Telephone: 360.753.6197  
FAX: 360.586.6489  
E-mail: [slind@wtsc.wa.gov](mailto:slind@wtsc.wa.gov)

**1.13 Grant awarding schedule:**

<b>Issue Request for Proposals:</b>	<b>March 30, 2006</b>
<b>Applicant Question Period:</b>	<b>March 30 – May 10, 2006</b>
<b>Proposals Due:</b>	<b>May 12, 2006, 5:00 PM, PST</b>
<b>Evaluate Proposals:</b>	<b>May 15 – July 19, 2006</b>
<b>Applicant Notification:</b>	<b>August 18, 2006</b>
<b>Agreement Negotiation/Finalization:</b>	<b>August 18 – September 15, 2006</b>
<b>File Contract with OFM (if required):</b>	<b>September 23, 2006</b>
<b>Project Start Date:</b>	<b>October 1, 2006</b>
<b>Project End Date:</b>	<b>September 30, 2007</b>

**Please note: WTSC WILL NOT ACCEPT PROPOSALS AFTER 5:00 PM on May 12, 2006.**

**1.14 Pre-proposal conference:** In lieu of a pre-proposal conference, address questions to the RFP coordinator by mail, telephone, FAX or email. WTSC will accept questions and/or comments until the close of business on Wednesday, May 10, 2006.

**1.15 Submitting your grant proposal:** Please follow the directions listed below:

1. Submit ONLY 1 copy of your proposal.
2. Submit your proposal in only ONE format (mail, fax, email, or hand delivery).
3. Submission by email is preferred. Send to [twambold@wtsc.wa.gov](mailto:twambold@wtsc.wa.gov)  
Your proposal must arrive at WTSC in Olympia, WA no later than 5:00 PM, PDT, May 12, 2006. **Late proposals will not be accepted.**
4. Direct mailed or faxed proposals to Steve Lind, RFP coordinator, WTSC, 1000 South Cherry, P.O. Box 40944, Olympia, Washington 98504-0944 or FAX 360-586-6489.
5. Applicants mailing proposals should allow normal mail delivery time to insure timely receipt of their proposal. Applicants assume the risk of non-delivery or late arrival associated with the method of delivery selected. WTSC assumes no responsibility for delays caused by external delivery systems.

6. WTSC will notify applicants by post-card of receipt of their proposals. WTSC will mail these post-cards within five days of receipt of the proposals.

**Applicants who do not receive this notice within ten days of submitting their application must contact WTSC at 360.753.6197 to confirm that their proposal has arrived at WTSC.**

**1.16 Non-profit status:** Organizations claiming non-profit or not-for-profit status must submit with their proposal a letter showing current 501©(3) status has been granted by the IRS.

**1.17 Advertising grant availability:** WTSC sent the notice of grant availability through this RFP to a statewide list of existing and prospective constituents. In addition, information regarding this proposal is available on the WTSC web site: [www.wtsc.wa.gov](http://www.wtsc.wa.gov)

**1.18 ADA / Alternative format:** WTSC will make this application available in an alternate format on request.

## **Section 2**

### **Required Terms and Conditions**

**2.1 Proprietary information:** All proposals and accompanying documentation become the property of WTSC and will not be returned.

**2.2 Public disclosure:** All proposals shall remain confidential until the project agreement, if any, is signed by the RFP Coordinator and the applicant. After both parties have signed, the proposals are public records as defined in RCW 42.17.250 et seq., "Public Records Act." Any information in the proposal that the applicant claims as proprietary and exempt from disclosure under the Public Records Act must be clearly designated. The specific exemption must be identified and each paragraph must be clearly identified by the word "Confidential" printed below the paragraph. The entire proposal cannot be marked as exempt from disclosure.

**2.3 Changes in the RFP:** In the event it becomes necessary to change or to revise any part of this RFP, those changes or revisions will be posted on the WTSC web site and notice given to RFP recipients. No changes or revisions will be made after both parties have signed a project agreement.

**2.4 Alterations or changes in the proposal:** Proposals may be altered or amended prior to or after signing by mutual agreement of the parties. The alterations or amendments are not binding unless they are in writing and signed by persons authorized to bind each of the parties. The signature of the project coordinator is necessary to bind WTSC. Proposal alterations or amendments that extend the period of performance are not permitted.

**2.5 Minority & Women-owned business participation:** If appropriate, WTSC expects that its grantees will utilize minority-owned and women-owned business enterprises certified by the Office of Minority and Women's Business Enterprises under the state of Washington certification program. All grantees are therefore subject to the applicable requirements of the legislative findings and policies set forth in chapter 39.19 RCW.

**2.6 Nondiscrimination:** All federal and state nondiscrimination laws, regulations, and policies must be followed during the performance of the project agreement.

**2.7 Disputes:** If a dispute arises during the period of performance of the project agreement, and it cannot be resolved by direct negotiation, the dispute will be determined by a dispute board in the following manner: each party will appoint one member and the members appointed shall jointly appoint a third member. The dispute board will evaluate the facts and applicable laws and shall make a determination. The determination of the dispute board shall be final and binding. As an alternative to this process, either party may request intervention by the Governor, as provided by RCW 43.17.330, in which case the Governor's process will control. In the event of litigation or other action brought to enforce the terms of the project agreement, each party shall bear its own attorneys' fees and costs.

**2.8 Notice of debarment:** Those submitting grant proposals must notify WTSC if they are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency. Failure to notify WTSC of debarment, ineligibility or exclusion will result in immediate cancellation of the project agreement and any grant monies received must be returned to WTSC.

**2.9 Right of inspection:** Grantees shall provide right of access to its facilities to WTSC or to any other authorized agent or official of the state of Washington or the federal government at all reasonable times in order to monitor and evaluate performance.

**2.10 Responsiveness:** All proposals will be reviewed by the RFP Coordinator or designee to determine compliance with administrative requirements. Failure to comply with the instructions in the RFP could result in rejection of the proposal. WTSC reserves the right, however, to waive minor administrative irregularities.

**2.11 Most favorable terms:** Proposals should be submitted in their most favorable terms. There is no best and final offer procedure in this RFP. Therefore, each applicant should expect that, if successful, the final project agreement would be substantially the same as the project application.

**2.12 Proposal costs:** WTSC is not liable for any costs incurred in preparing a proposal submitted in response to this RFP. Further, costs associated with proposal preparation may not be considered as “matching funds” for the purposes of a project proposal.

**2.13 Insurance coverage (applicable to non-governmental entities only):** The State of Washington requires specific insurance coverage(s) for non-profit organizations contracting with the state. Please request a copy of those requirements, if applicable.



## **Section 3**

### **Required Proposal Contents**

**3.1 Proposal contents:** The Grant Request Form/Project Agreement consists of seven pages. Fill out the first three pages completely and read the remaining pages. All grant proposals must tie directly to one of the goals or emphasis areas in section 1.3. The completed seven pages of the Grant Request Form/Project Agreement are your grant application. Send the completed application by mail, fax, email or hand delivery to WTSC.

**3.2 Instructions for Section One, page one, of Grant Request Form/Project Agreement:**

- Identify the title of your project on the top line.
- Check the goal or emphasis area that best fits your project.
- Provide the information about your agency/organization.
- Signature is not required unless the proposal is approved for funding. WTSC will request an original signature if your project is approved for funding.

**3.3 Instructions for Section Two, page two, “Description of Activity”:** Include a detailed narrative of the five elements listed at the top of the page. If you need help with the narrative, please call 360.753.6197 and request assistance. The total narrative should not exceed three one-sided pages with a 12-point or larger font. We will not accept hand written proposals.

- Problem identification: Use available local, state or national data and demographic information in a detailed problem statement. Data must be quantifiable and verifiable.
- Agency Qualifications: Provide agency and staff qualifications, such as funds managed, relevant project experience, etc.
- Project goal(s): Clearly state what you hope to accomplish in measurable terms. For example, “increase enforcement of DUI laws as measured by...” or “reduce the incidence of incorrect use of child safety seats as measured by...”
- Project activities: Explain in detail the activities of the project. This explanation should show a logical sequence of events that will take place to accomplish your goal(s). Include proven strategies as outlined in Section 1.4 if applicable.
- Project evaluation: Detail how you will evaluate and measure the effectiveness of your project toward achieving its goals. Evaluation should be expressed in terms of what you intend to measure (numbers, attitudes, knowledge, etc.), what you plan to accomplish, or a measure of what will change. A well thought-out project evaluation process is critical.
- Budget Narrative: Provide a detailed narrative of what funding you require from WTSC and how you intend to spend your grant funds. Matching funds are strongly encouraged but not required.

**3.4 Instructions for Section 3, page three, “Budget Summary”:** Local or applicant resources used and in-kind contributions such as personnel costs, supervision, indirect costs, etc. should be itemized in the Matching/Contributing Cost column and added in the total project cost. Identify each individual equipment item with a cost of \$5,000 or more.

**3.5 Review pages four through seven:** If your project is approved for funding, these terms will apply.

**Section 4**  
**WTSC Proposal Evaluation and Grant Award Process**

**4.1 WTSC proposal evaluation:** Upon receipt, the RFP Coordinator and WTSC staff will review and evaluate the proposals. WTSC will evaluate the merits of each proposal based on the following criteria:

- Demonstrated data driven problem identification
- Project goals, approach and methodology including WTSC emphasis areas
- Demonstrated prevention/intervention strategies, innovation, work plan and schedule
- Measurable evaluation component
- Staff qualifications and experience
- Budget detail
- Matching funds

**4.2 Technical Advisory Committee Review:** Projects recommended for funding by staff are then reviewed and evaluated by the WTSC Technical Advisory Committee (TAC), which is composed of representatives of the agencies and organizations that are members of the Traffic Safety Commission. If the TAC recommends changes to any proposal, those changes may be negotiated. The WTSC Commissioners will make final grant decisions at their quarterly meeting on July 20, 2006.

**4.3 Grant award notification:** All applicants will be notified in writing of their award status by August 18, 2006.

**4.4 Debriefing conference for unsuccessful applicants:** Upon request, a debriefing conference may be scheduled for an unsuccessful applicant. You must request a debriefing conference with the RFP coordinator no later than three business days after receiving notice that the grant was not awarded. WTSC will schedule the debriefing conference within three business days of the request. WTSC may conduct debriefing conferences in person or over the telephone. Discussion will be limited to a critique of the proposal. Comparisons between other proposals or evaluations of other proposals are not permitted.

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THE FOLLOWING SEVEN PAGES WILL SERVE AS BOTH YOUR GRANT APPLICATION AND  
PROJECT AGREEMENT. Please be sure to fill out all seven pages as directed in Sec. 3.

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**Grant Request Form / Project Agreement**

Washington Traffic Safety Commission  
1000 South Cherry Street  
PO Box 40944  
Olympia, Washington 98504-0944  
360.753.6197 • 360.586.6489 (fax)  
[www.wtsc.wa.gov](http://www.wtsc.wa.gov)  
twambold@wtsc.wa.gov

**Section 1  
Authorization**

**Project title:** \_\_\_\_\_

**Check the emphasis that best describes your proposal:**

- |  |   |
|--|---|
| <input type="checkbox"/> Impaired Driving                  | <input type="checkbox"/> Pedestrians                          |
| <input type="checkbox"/> Driver inattention/distraction    | <input type="checkbox"/> Bicyclists                           |
| <input type="checkbox"/> Motorcycles                       | <input type="checkbox"/> Child safety restraints              |
| <input type="checkbox"/> Rural county roads/state highways | <input type="checkbox"/> School zone and pupil transportation |
| <input type="checkbox"/> Young motorists                   | <input type="checkbox"/> Emergency medical services           |
| <input type="checkbox"/> Speeding                          | <input type="checkbox"/> Senior drivers                       |
| <input type="checkbox"/> Traffic records                   | <input type="checkbox"/> Commercial vehicles                  |
| <input type="checkbox"/> Seat belt use                     | <input type="checkbox"/> Other (specify) _____                |
| <input type="checkbox"/> Aggressive driving                |   |

**Applicant agency/organization:** \_\_\_\_\_

**Applicant project**

**Director:** \_\_\_\_\_  
Name Title

\_\_\_\_\_  
Address City/Zip email telephone

**Applicant agency/organization authorizing official (person with contracting authority):**

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Address (if different than above) email telephone

\_\_\_\_\_  
Signature date

**WTSC Use Only:**

**WTSC Program Manager** \_\_\_\_\_

**Planned Project Duration:** From: October 1, 2006 To: September 30, 2007

**Approved by**

Name: Lowell Porter Federal (HSP) Project Number: \_\_\_\_\_

Title: Director Federal Funds (obligated) \$ \_\_\_\_\_

Signature: \_\_\_\_\_ CFDA Number \_\_\_\_\_

Date: \_\_\_\_\_

Grant Application

<b>Washington Traffic Safety Commission</b>
<b><i>Project Agreement</i></b>

## **Section 2**

### **Description of Activity**

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In this section, describe the following six elements in narrative form:

(1) **Problem Identification**, (2) **Agency Qualifications**, (3) **Project Goal(s)**, (4) **Project Activities**, (5) **Project Evaluation**, (6) **Budget Narrative** (See Required Proposal Contents, Section 3, for details).

Please clearly label each element using the titles listed above. Narratives may not exceed three single-sided pages. Use at least a 12-point font. Hand-written proposals will not be accepted.

<b>Washington Traffic Safety Commission</b> <b><i>Project Agreement</i></b>
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**Section 3  
Budget Summary**

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**Budget:**

	<b>WTSC Share</b>	<b>Applicant Matching Share (if applicable)</b>
1. Salaries and Wages:	\$	\$
2. Employee Benefits	\$	\$
3. Travel and Subsistence:	\$	\$
4. Contractual Services:	\$	\$
5. Equipment (Each individual piece of equipment Valued at \$5000 or more must be identified in the Budget Narrative):	\$	\$
6. Goods and Services:	\$	\$
7. Total lines 1-6 (Amount Requested from WTSC)	\$ _____	
8. Total lines 1-6 (Amount provided by applicant)		\$ _____
<b>Total Project Cost (Add lines 7 &amp; 8):</b>		<b>\$ _____</b>

**WTSC Use Only**

Cost Sharing (Washington Traffic Safety Commission use only)			Matching Share: WSP Field Salaries FY _____	
Share	Amount	Percent	Applies To:	
Federal:	\$ _____	_____	State: _____	
State:	\$ _____	_____	Local: _____	
Political Subdivision:	\$ _____	_____		
Total Estimated Cost:	\$ _____	_____		

## **Certifications and Assurances**

It is hereby understood that this application and attachments hereto, when approved and signed by all concerned parties, as indicated shall constitute an agreement by and between the applicant organization to perform in accordance with the terms of this application and attachments, taken as a whole. This agreement is based on guidelines found in the Common Rule, OMB Circular A-102, in order to standardize and simplify federal grants. The signature below of an authorized representative of the applicant agency certifies and ensures that all the following conditions will be met.

- 1) Reports – The Contractor shall submit quarterly reports, a final report at end of project, and submit special reports as outlined in the Project Agreement. Please read Reporting Requirements, following this section.
- 2) Copyrights, Publications, and Patents – Where activities supported by this project produce original copyright material, the Contractor may copyright such, but the WTSC reserves nonexclusive and irrevocable license to reproduce, publish, and use such materials and to authorize others to do so. The Contractor may publish, at its own expense, the results of project activities without prior review by the WTSC, provided that any publications (written, visual, or sound) contain acknowledgment of the support provided by the National Highway Traffic Safety Administration (NHTSA) and the WTSC. Any discovery or invention derived from work performed under this project shall be referred to the WTSC, who will determine through NHTSA whether patent protections will be sought, how any rights will be administered, and other action required to protect the public interest.
- 3) Termination – This project agreement may be terminated or fund payments discontinued or reduced by WTSC at any time upon written notice to the Contractor due to non-availability of funds, failure of the Contractor to accomplish any of the terms herein, or from any change in the scope or timing of the project.
- 4) Fiscal Records – Complete and detailed accounting records will be maintained by the Contractor of all costs incurred on this project, including documentation of all purchases of supplies, equipment, and services; travel expenses; payrolls; and time records of any person employed part-time on this project. Federal, state, or WTSC auditors shall have access to any records of the Contractor. These records shall be retained for three years after the final audit is completed or longer, if necessary, until all questions are resolved.
- 5) Funding – The Contractor will utilize funds provided to supplement and not to supplant state and local funds otherwise available for these purposes. Funds are to be expended only for purposes and activities approved in the project agreement. Reimbursement will be made periodically by WTSC based on approved requests for reimbursement. If matching funds are required, the Contractor will expend them from nonfederal sources, which must be spent not later than 30 days following the completion of the project.
- 6) Cost Principles and Grant Management – The allowability of costs incurred and the management of this project shall be determined in accordance with the Office of Management and Budget (OMB) Circular A-87 and 49CFR, Part 18 for state and local agencies, OMB Circulars A-21 and A-110 for educational institutions, and OMB Circular A-122 for nonprofit entities.
- 7) Obligation Funds – Federal funds may not be obligated prior to the effective date or subsequent to the termination date of the project period. Requests for reimbursement outstanding at the termination date of the project must be made within 30 days or those funds may not be paid.
- 8) Changes – The Contractor must obtain prior written approval from the WTSC for major project changes, including: changes of substance in project objectives, evaluation, activities, the project manager, key personnel, or project budget. The period of performance of the project, however, cannot be changed.
- 9) Income – Income earned by the Contractor with respect to the conduct of the project (sale of publications, registration fees, service charges, etc.) must be accounted for and income applied to project purposes or used to reduce project costs.

- 10) Purchases – Purchase of equipment or services must comply with state or local regulations. After the end of the project period, equipment should continue to be utilized for traffic safety purposes and cannot be disposed of without written approval of the WTSC. The Contractor shall make and maintain an inventory of equipment to include descriptions, serial numbers, locations, costs or other identifying information, and submit a copy to the WTSC.
- 11) Third Party Participants – No contracts or agreements may be entered into by the Contractor related to this project, which are not incorporated into the project agreement and approved in advance by the WTSC. The Contractor will retain ultimate control and responsibility for the project. WTSC shall be provided with a copy of all contracts and agreements entered into by Contractors. Any contract or agreement must allow for the greatest competition practicable and evidence of such competition or justification for a negotiated contract or agreement shall be provided to the WTSC.
- 12) Participation by Disadvantaged Business Enterprises – The contractor agrees to take all necessary and reasonable steps in accordance with Title 49, CFR, Subtitle A, Part 26 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any subcontracts financed in whole or in part with federal funds.
- 13) Americans with Disabilities Act – In the performance of this agreement, the Contractor shall comply with the provisions of Title VI of Civil Rights Act of 1964 42 USC 200d, Section 504 of the Rehabilitation Act of 1973 29 USC 794 Chapter 49.60 RCW, and Title I of the Americans with Disabilities Act 42 USC 1211-12117. The Contractor shall not discriminate on the grounds of race, color, national origin, sex, religion, marital status, age, creed, Vietnam-Era and Disabled Veterans status, or the presence of any sensory, mental, or physical handicap in any terms and conditions of employment to include taking affirmative action necessary to accomplish the objectives of this Act and denying an individual the opportunity to participate in any program provided by this agreement through the provisions of services, or otherwise afforded others.
- 14) Political Activities – No funds, materials, equipment, or services provided in this project agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office or to pay any person to influence or attempt to influence an officer or employee of congress, or an employee of a member of congress, an officer or employee of congress in connection with the awarding of any federal loan or the entering in of any cooperative agreements.
- 15) Single Audit – State and local governments that receive federal assistance are subject to the audit requirements of the Office of Management and Budget (OMB) Circular A-128. An institution of higher education or a nonprofit entity must comply with audit requirements in OMB Circular A-133.
- 16) Seat Belt Policy – No funds, materials, property, or services will be provided to any political subdivision that does not have a current and actively enforced policy requiring the use of seat belts.
- 17) Drug Free Workplace – In accordance with the Anti-Drug Act of 1988 (41 USC 702-707) and Drug-Free Workplace (42 USC 12644), WTSC has the responsibility to ensure that unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by any employees, grantees, and/or sub-grantee of the Contractor and/or any such activity is prohibited in the Contractor's workplace.
- 18) Debarment and Suspension - The applicant certifies, by signature below, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

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**Authorized Applicant**  
**Signature**

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**Date**

## Washington Traffic Safety Commission

### *Project Agreement*

#### Reporting Requirements

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**Reporting Frequency :** The Washington Traffic Safety Commission requires three types of reports in conjunction with traffic safety projects:

1. Quarterly reports during the life of a project;
2. A final report at the conclusion of a project. This is to include training and consultant reports, if applicable; and
3. Special reports as required.

Project reports provide WTSC with information that can be used to strengthen the state's overall traffic safety program. These reports should keep the Commission informed of a project's progress, explain any difficulties encountered, provide a background of information that can be passed on to others, suggest ways in which the Commission can assist with the project and aid in distribution of state funds.

**Quarterly Reports:** Obviously, these are to be submitted quarterly and are due in the Traffic Safety Commission's office within fifteen (15) calendar days after the end of the reporting calendar quarter as follows:

First Quarter:	1 October – 30 December	Report due January 15
Second Quarter:	1 January – 31 March	Report due April 15
Third Quarter:	1 April – 30 June	Report due July 15
Fourth Quarter:	1 July – 30 September	Report due October 15

If no action has been taken, please so indicate. Any original or innovative ideas or methods employed in your project should be incorporated into your reports.

**Final Report:** Final reports are to be detailed and must describe whether the project objectives were accomplished, if technical and fiscal problems were encountered, and what improvements in traffic safety have resulted or probably will result. Included in final reports will be copies of publications, training reports and any statistical data generated in project execution. These final reports should discuss the following:

1. Accomplishments compared to the original project objectives;
2. Were all activities of the project completed as scheduled? Include dates and milestones when studies were completed; equipment acquired, installed and operated;
3. Any unanticipated proceedings that affected the project;
4. Funding and costs for completion of the project in relationship to original estimates; and
5. Third party performance if applicable. A copy of any consultant reports should be included with the final report.

**Special Reporting:** Special reporting procedures may be required. If so, reporting frequency will be detailed in the project agreement.

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Authorized Applicant  
Signature

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Date



**Washington Traffic Safety Commission**  
*Project Agreement*

**Invoicing Requirements**

Invoices should be submitted to the Traffic Safety Commission on a monthly basis.

All invoices for goods received or services performed on or prior to June 30, 2007 **must be received by WTSC no later than August 15, 2007.**

Invoices for goods received or services performed between July 1, 2007 and September 30, 2007 **must be received by WTSC no later than November 15, 2007.**

**Invoices received after the above cutoff dates will not be reimbursed.**

Please make sure your accounting office is aware of the above cutoff dates.

I have read and understand the above invoicing requirements.

\_\_\_\_\_  
**Authorized Applicant  
Signature**

\_\_\_\_\_  
**Date**